



State of Nevada – Department Of Personnel

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
DRIVER WAREHOUSE SUPERVISOR	30	H	9.212
DRIVER WAREHOUSE WORKER II	28	H	9.211
DRIVER WAREHOUSE WORKER I	26	H	9.210

SERIES CONCEPT

Incumbents in this class series receive and store freight; load transporting vehicles; deliver and pick-up supplies, materials, and equipment; and perform related duties as required.

Receive and store freight consisting of items such as food, office furniture, and office and janitorial supplies for use by State agencies and commodity food recipients. This includes: palletizing freight; unloading shipments manually or through use of a forklift or pallet jack; inspecting freight for damage; verifying that the quantity and description agree with the bill of lading; and moving freight to a designated area of the warehouse for storage.

Prepare orders and load the delivery vehicle in preparation for shipment to consignee in accordance with an established delivery schedule by: reviewing the order; pulling the quantity and type of stock specified; packing or palletizing stock; moving the filled order to the staging area; loading delivery vehicle in accordance with the order in which goods will be delivered.

Within a local, regional or statewide area, operate various light, medium and heavy duty transporting vehicles to deliver orders and/or pick up materials, supplies, and equipment. This includes unloading orders, loading and securing items being picked up, and obtaining appropriate documentation to verify delivery or receipt of goods. Incumbents may be responsible for scheduling pick ups and deliveries.

Ensure transporting vehicles, forklifts and related equipment are maintained in proper working order by: periodic visual inspection of the vehicle/equipment; reviewing maintenance records; performing routine service or reporting service and repair requirements to the supervisor; and arranging for emergency repairs.

Monitor warehouse stock layout and location through visual inspection to ensure easy access, proper rotation of stock, and best utilization of space. Relocate stock as necessary and may conduct periodic inventories of stock.

In a prison environment, incumbents are responsible for implementing security procedures and are accountable for inmates and supplies.

Perform related duties as assigned.

DRIVER WAREHOUSE SUPERVISOR	30	H	9.212
DRIVER WAREHOUSE WORKER II	28	H	9.211
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Page 2 of 4

CLASS CONCEPTS

Driver Warehouse Supervisor: The position allocated to this class works under general supervision and has full supervisory responsibility for the warehouses managed by the Purchasing Division. The incumbent evaluates the workplace and work methods used by the Driver Warehouse Workers; develops budget information; determines new equipment or repairs needed and prepares specifications; adjusts schedules and work hours; and assesses circumstances for the most efficient use of staff, time and equipment.

Driver Warehouse Worker II: Under general supervision, incumbents in this class operate tractor-trailer combination vehicles which may include pulling double trailers for regional and statewide delivery and pick up of food, furniture, supplies, equipment and vehicles and perform the range of duties described in the series concept.

Incumbents are responsible for coupling and uncoupling the tractor and trailer(s); inspecting the equipment systems and components to ensure they are safe and in proper working condition, and safely loading and securing the cargo.

Combination vehicles are operated in a variety of driving conditions to include adverse weather conditions, mountainous terrain, multi-lane freeways, narrow two-lane roads, residential areas, and heavy urban traffic.

Incumbents at this level are distinguished from those at the lower level of the series based on the complexity of safely loading and operating tractor-trailer combination vehicles under a variety of driving conditions including the specialized knowledge and skills required, and the degree of independence with which they function while transporting freight statewide.

This is the advanced journey level class in the series.

Driver Warehouse Worker I: Under general supervision of a Stores Supervisor or Stores Manager, incumbents perform the range of duties described in the series concept. Incumbents in positions in this class are assigned to a warehouse which serves as a distribution center for several agencies or a single institutional facility.

May supervise warehouse workers and inmates engaged in activities such as loading and unloading freight and rearranging stock by providing training, work assignment and work review.

This is the journey level class in the series.

MINIMUM QUALIFICATIONS

SPECIAL NOTES AND REQUIREMENTS:

- * Possession of a valid "Class A" commercial driver's license at the time of application. Some positions may require double/triple trailer endorsement, hazardous materials endorsement and/or qualifications to drive an over-length combination vehicle. Candidates being considered for employment must obtain a Nevada commercial driver's license by the time of appointment.
- * Some positions may require that the incumbent acquire a hazardous materials endorsement within three months of the date of appointment.

DRIVER WAREHOUSE SUPERVISOR	30	H	9.212
DRIVER WAREHOUSE WORKER II	28	H	9.211
DRIVER WAREHOUSE WORKER I	26	H	9.210

Page 3 of 4

MINIMUM QUALIFICATIONS (cont'd)

DRIVER WAREHOUSE SUPERVISOR

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and two years of experience in warehouse operations which included responsibility for loading freight, operating forklifts, and operating transport vehicles with a gross vehicle weight rate of up to 26,000 pounds to deliver supplies and equipment; **OR** one year of experience as a Driver Warehouse Worker II in Nevada State service; **OR** an equivalent combination of education and experience. *(See Special Notes and Requirements)*

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Working knowledge of: laws and regulations pertaining to commercial vehicle operations and the trucking industry; modern trucking methods and procedures. **Ability to:** provide training and work direction; prepare and adjust work schedules based on work load and delivery requirements; assess circumstances for the most efficient use of staff, time and equipment; *and all knowledge, skills and abilities required at the lower levels.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Working knowledge of: supervisory techniques and practices. **Ability to:** analyze personnel, equipment, operating and travel needs and expenses for budget preparation; coordinate, review and recommend corrective action in storeroom operations; maintain and analyze inventories; prepare budget estimates; evaluate workplace and work methods used by drivers; prepare specifications for needed equipment.

DRIVER WAREHOUSE WORKER II

EDUCATION AND EXPERIENCE: One year of commercial freight delivery experience which included responsibilities for loading freight and operating a "Class A" commercial motor vehicle; **OR** an equivalent combination of education and experience. *(See Special Notes and Requirements)*

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Working knowledge of: the operating procedures and operating characteristics of tractor-trailer combination vehicles. **Ability to:** work independently and follow through on assignments with minimal direction. **Skill in:** driving tractor-trailer combination vehicles for long distances and in a variety of driving conditions; performing required equipment maintenance and service; *and all knowledge, skills and abilities required at the lower levels.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Working knowledge of: laws and regulations pertaining to commercial vehicle operations and the trucking industry; modern trucking methods and procedures.

DRIVER WAREHOUSE WORKER I

EDUCATION AND EXPERIENCE: One year of experience in warehouse operations which included responsibility for loading freight, operating forklifts, and operating transporting vehicles with a gross vehicle weight rating of 26,000 pounds or less to deliver supplies and equipment; **OR** an equivalent combination of education and experience. *(See Special Notes and Requirements)*

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Ability to: read sufficient to read warehouse orders, inventory reports and equipment operation and service manuals; perform simple math calculations without a calculator; write sufficient to document the condition of freight and prepare inventory reports; communicate effectively with co-workers, vendors, and staff from various agencies; lift, push and pull heavy objects frequently; establish and maintain

DRIVER WAREHOUSE SUPERVISOR	30	H	9.212
DRIVER WAREHOUSE WORKER II	28	H	9.211
DRIVER WAREHOUSE WORKER I	26	H	9.210

Page 4 of 4

MINIMUM QUALIFICATIONS (cont'd)

DRIVER WAREHOUSE WORKER I (cont'd)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (cont'd)

cooperative working relationships with co-workers and other agency personnel; complete assignments within established deadlines; perform repetitive work according to set procedures, sequence, and pace.

Skill in: operating materials handling equipment; driving light, medium and heavy duty transporting vehicles long distances and in a variety of driving conditions.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

General knowledge of: State and agency purchasing regulations, practices and procedures; laws and regulations pertaining to driving and the trucking industry; modern trucking methods and procedures.

Ability to: apply modern warehousing techniques and principles to organize and maintain warehouse stock; train others in warehouse procedures and assign and review work; secure contraband items from inmates; distinguish differences in pack sizes of commodities; properly package stock and load transporting vehicles. **Skill in:** performing service and minor repairs on a variety of vehicles and equipment.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

	<u>9.212</u>	<u>9.211</u>	<u>9.210</u>
ESTABLISHED:	3/21/97UC	7/1/91P 11/29/90PC	7/1/91P 9/27/88PC
REVISED:		6/9/89-3	
REVISED:		7/1/90P	
REVISED:		11/29/90PC	
REVISED:		1/22/93R	
		5/21/93UC	
REVISED:		11/26/96UC	11/26/96UC
REVISED:		3/21/97UC	3/21/97UC
REVISED:	7/14/99R	7/14/99R	
	4/28/00UC	4/28/00UC	